

*File : DDA*

ODP 402-77  
7 March 1977

*cc in Sup to  
Jed. Agency*

MEMORANDUM FOR: Executive Officer, DDA

FROM : Clifford D. May, Jr.  
Director of Data Processing

SUBJECT : Assistance to Other Government Agencies

REFERENCE : Your memo dtd 9 Feb. 77, subject: "Recommendation of the Inspector General Survey of the Directorate of Administration" (DDA 77-0739)

1. In reponse to reference memorandum, ODP submits the following as types of assistance to other government agencies for which there is "precedent as to legality and propriety."

a. Descriptive briefings and technical advice concerning unclassified ADP hardware and software used by ODP.

b. Copies of unclassified computer software used by ODP which meets the requirements of the Federal Software Exchange Program for "Common-use software" (see attachment).

2. ODP believes there is sufficient "precedent as to legality and propriety" of these types of assistance because of the approvals that ODP has received for them during the past year, and the emphasis in the Federal Government on exchanging ADP technical information, the program described in the attachment being one example.

3. If you need further information on this subject, please let me know. I am as anxious as anyone to streamline the approval process for these types of assistance.

  
Clifford D. May, Jr.

Att: a/s

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O/D/ODP/  :ee/3-7-77

STATINTL

SUBPART 101-32.16

FEDERAL SOFTWARE  
EXCHANGE PROGRAM

101-32.1603(d)

Subpart 101-32.16—Federal Software  
Exchange Program

§ 101-32.1600 Scope of subpart.

This subpart provides policy and procedures describing the Federal Software Exchange Program, the reporting of common-use ADP software to the Federal Software Exchange Center (FSEC), and subsequent use of this information for Government-wide sharing. The Software Exchange Program will gather only computer programs and logically related sets of computer programs. No data files or data bases will be included. No private or personal data will constitute any portion of the computer programs to be reported and exchanged by FSEC. This program, administered by the General Services Administration (GSA), is established to promote the sharing of computer programs and/or other related documentation. While the resources and aid of FSEC/GSA will be extended to users in obtaining information concerning technical problems with software released through FSEC, the ultimate responsibility for successful implementation of all programs rests with the user.

§ 101-32.1601 Applicability.

The provisions of this subpart are applicable to all Federal agencies (as defined in § 101-32.201(a)) having ADP facilities, resources, or requirements. This subpart is applicable to common-use software developed or revised by either Government or contractor personnel. This subpart is not applicable to software that is classified, proprietary, or developed with revolving funds where reimbursement of all costs is required, such as the ADP Fund. Nor is it applicable to software to which the Government does not possess the full rights of ownership.

§ 101-32.1602 Definitions.

Terms used in this subpart are defined as follows:

(a) "Software" means all programs and routines used to extend the capabilities of computers, as distinct from "hardware" and "firmware." Software includes independent subroutines, related groups of routines, single programs, and sets or systems of programs.

(b) "Common-use software" means that portion of software which deals with problems common to many agencies, that would be useful to other agencies,

and is written in such a way that minor variations in requirements can be accommodated without significant programming effort. Examples of such software are: management business applications, computer systems support and utility programs, simulators, scientific or engineering applications, programming aids which are application-independent, and bibliographic or textual programs.

(c) "Computer program" means an identifiable series of instructions or statements, in a form acceptable to a computer, prepared to achieve a certain result.

(d) "Automated data system" means a set of logically related computer programs designed to accomplish specific objectives or functions.

(e) "Software summary" means a condensed description or abstract of a computer program or automated data system.

(f) "Federal Software Exchange Center (FSEC)" means an organization established pursuant to the authority of the Administrator of General Services for the collection, announcement, bibliographic control, and dissemination of common-use software among Federal agencies.

(g) "Federal Software Exchange Catalog" means a reference publication, maintained by FSEC, which summarizes information about Government-owned common-use software produced by and for Federal agencies.

§ 101-32.1603 Common-use software.

For the purpose of this subpart, common-use software is that which:

(a) Satisfies the definition of § 101-32.1602(b).

(b) Has been tested and proven operational for at least 90 days and is maintained by or for a Federal agency.

(c) Is composed of stand-alone subroutines, programs, or subsystems; i.e., not dependent on special or unique hardware options or software features unless such options or features can be readily translated or simulated for hardware other than the original and can be similarly useful on different hardware.

(d) Was developed by Government personnel or through contract or grant with Government funding. (If it was developed under contract or grant, all rights of ownership to the software must be vested in the Government.)

101-32.1604

§ 101-32.1604 Program operation and policy guidance.

The Federal Software Exchange Program is operated by GSA or its authorized representative pursuant to the overall policy guidance and direction of GSA. The regional Agency Services Coordination Divisions of ADTS will handle direct operational contact with agencies as outlined in § 101-32.1609.

§ 101-32.1605 Program objectives.

The objectives of the Software Exchange Program are to provide for the:

- (a) Collection of common-use software information.
- (b) Development and maintenance of a listing of common-use software to minimize the redevelopment of programs already tested and in use elsewhere.
- (c) Publication and distribution of a software exchange catalog containing abstracts of common-use software.
- (d) Dissemination of common-use software and/or documentation.
- (e) Reduction of overall costs, time, and use of personnel resources for software acquisition and/or development.

§ 101-32.1606 Services performed by the Federal Software Exchange Center (FSEC).

The functions of FSEC include:

- (a) Maintaining a central library of summary descriptions of common-use programs and systems, including a complete index of this inventory and master copies of requested programs, systems, and documentation.
- (b) Editing, screening, and compiling agency abstracts of common-use programs or systems submitted for exchange by Federal agencies.
- (c) Functioning as a central point of contact with agencies for information and dissemination of available software.
- (d) Publishing and distributing the basic Federal Software Exchange Catalog with periodic updates.
- (e) Assisting Federal agencies in identifying currently available software to satisfy their requirements.
- (f) Assisting agencies in obtaining information concerning technical problems with software released through FSEC.
- (g) Notifying agencies of changes to software obtained through FSEC.

§ 101-32.1607 Agency actions.

Federal agencies are required to:

(a) Continually review software within the agency to identify programs or systems which would be of use to other agencies meeting the criteria set forth in § 101-32.1603.

(b) Submit abstracts of programs meeting the criteria in § 101-32.1603 to FSEC, National Technical Information Service, Springfield, VA 22151, on Standard Form (SF) 185, Federal Information Processing Standard Software Summary. Common-use programs and systems meeting the specified criteria will be described and reported to FSEC on a continuing basis. In addition to the instructions on SF 185, the GSA publication, ADP Management Information Systems, ADP MIS Reporting Procedures, Appendices A, D, and E, shall be used for information concerning organization codes, computer manufacturers, and models.

(c) Notify FSEC, using SF 185, of changes to software previously reported. Such changes should have been adequately tested to ensure the effective performance of the software.

(d) Notify FSEC, using SF 185, of previously reported programs that the agency no longer maintains. (Reports shall be made within 30 days terminating maintenance.)

(e) Make a one-time submission, within 15 days of receipt of the FSEC request, of an actual program and/or its documentation. System program documentation shall be provided to the extent that it can be implemented by other users and should contain as a minimum the following:

- (1) A narrative;
- (2) User instructions which should include program interface requirements, system resource requirements, identity of the computer on which the software is operational, program language, the name, number and release of the system under which the software is operating, applicable data communications interface requirements and applicable error message descriptions, with recommended corrective actions;
- (3) A broad logic flowchart to indicate the ease of removal or addition of program modules;
- (4) Sample inputs and outputs; and

(5) Program listing of the source and object coding as well as available cross-reference listings generated by the applicable assembler or compiler.

(f) Notify FSEC of technical problems with software submitted to or obtained from FSEC within 15 days of detection of the problem.

NOTE: The submitting agency will not be responsible to another agency for the maintenance of software submitted to FSEC that has been implemented in another agency. The reports required by this FPMR have been cleared in accordance with FPMR 101-11.11 and are exempt from reports control.

**§ 101-32.1608 Arrangements and guidelines for use of the Software Exchange Program.**

(a) Agencies having requirements for software that they plan to acquire from commercial sources shall screen existing Federal ADP software resources by reviewing the Federal Software Exchange Catalog or by obtaining assistance from FSEC to meet its software requirements.

(b) Programs or systems listed in the Federal Software Exchange Catalog are available through FSEC which will contact the contributing agency for the requested documentation and/or programs. The contributing agency shall send the documentation and a copy of the program on either tape or cards to FSEC only once per program.

(c) FSEC will make a copy of both the documentation and the program to be kept on file for future requests. FSEC will provide the software package to the requesting agency at the published price.

**§ 101-32.1609 Effect on the software procurement process.**

(a) When an agency is unsuccessful in obtaining the required software from those available through FSEC, the usual procedures for the procurement of software; i.e., submitting GSA Form 2068, Request for ADP Services, or submitting

an Agency Procurement Request (APR), will be followed. In these instances, the provisions of § 101-32.203-2 apply to the development of custom software services, and the provisions of § 101-32.404 apply to proprietary software packages.

(b) The agency shall include a certification statement on GSA Form 2068 or on the APR that FSEC was screened unsuccessfully on a specified date. A delegation of procurement authority will not be granted if such certification is not provided.

**§ 101-32.1610 Form availability.**

Supplies of Standard Form 185 may be obtained by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity.

**§ 101-32.1611 Federal Software Exchange Catalog availability.**

The Federal Software Exchange Catalog of common-use programs and systems may be obtained from the National Technical Information Service, Springfield, VA 22151. Revisions to the catalog will be published quarterly.

**§ 101-32.1612 Software Exchange Program review.**

GSA will review FSEC after it has been operational for a period of 6 months, and at least annually thereafter, to determine the efficiency of operations, effectiveness of mission, and significance of software cost avoidance realized.

**§ 101-32.1613 Assistance by GSA.**

Assistance in any phase of the Software Exchange Program covered by this subpart may be obtained by contacting the General Services Administration (GSA), Washington, DC 20405, or the appropriate regional Agency Services Coordination Division.

(NEXT PAGE IS 3241)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recommendation of the Inspector General  
Survey of the Directorate of Administration

FR

EXTENSION

NO.

DDA 77-0739

ODP-244/77

DATE

9 February 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Data Processing

2. DX6  
A/EO due to DDA by 4 March 77

2/11/77

ADW

Your action Jan -  
[redacted] should have  
the file on this subject -  
ADW

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USE PREVIOUS EDITIONS

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DDA 77-0739

9 February 1977

ODP # 244-77

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Information Systems Analysis Staff

FROM : [REDACTED] 25X1A

SUBJECT : Recommendation of the Inspector General  
Survey of the Directorate of Administration

1. One of the Inspector General recommendations approved by the Acting Director concerns the delegation of approval authority for routine requests to provide assistance to other government agencies. The ADCI's memorandum on this recommendation reads:

Recommendation: That approving authority be delegated by DDA to subordinate levels in cases of routine administrative contacts with other government agencies.

The Office of General Counsel is currently reviewing its memorandum to the IG dated 27 July 1976 which stated that the Director had assured the Chairman of the Intelligence Oversight Board (24 April 1976) that OGC "will review each and every proposed request for Agency assistance to other government components [REDACTED] 25X1A

This apparently has been the policy which we have been following since that time. I have been informally advised that at the conclusion of this review the Office of General Counsel will likely rule that only those requests covered by Paragraph (3) of Annex E,

E2 IMPDET  
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[REDACTED] should be forwarded to the General Counsel for review. If that ruling is made, the DDA should identify all types of requests for assistance from other agencies which are within the categories in Paragraph (1) of [REDACTED] and/or for which there is precedent as to legality and propriety. The DDA should ask the General Counsel to concur in the designation of these types of requests as proper and in the delegation of authority to responsible officers within the Directorate of Administration to act on the same.

25X1A

2. Please submit those common types of activities for which there is "precedent as to legality and propriety." We will then ask the General Counsel to concur in the delegation of approval authority to provide such assistance to other government agencies. Your response would be appreciated by Friday, 4 March 1977.

25X1A

[REDACTED]

~~CONFIDENTIAL~~